

SPECIAL TOWN MEETING  
October 26, 1992

Moderator Charles Mann called the meeting to order at 7:30 p.m. in the Memorial Auditorium, Indian Head School.

The Pledge of Allegiance was recited by the Town Meeting.

Tellers appointed and sworn in were Arlene Finn, Joseph O'Sullivan and Donald Teague.

Town Counsel was Everett Marder of Kopelman and Paige.

A quorum of 100 was declared to be present.

ARTICLE 1: To see if the Town will vote to appropriate and raise from taxation, transfer from available free cash or transfer from the stabilization fund the sum of \$40,998.72 for unpaid FY92 bills or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: To pay a Town employee the difference between Workers Comp payments and weekly payroll amount for time out on disability leave in FY92 (\$407.96), to pay an insurance deductible for an accident on school grounds (\$6,000), to pay for care of soldiers and sailors graves at Fernhill Cemetery (\$415), to pay typewriter repairs (\$80), to pay unpaid utility bills for F.Y. 92 (\$33,970.26) and to pay an alarm "trouble" bill for the school (\$125.00).

Finance Committee recommends.

VOTED Aye, unanimous to appropriate and raise from taxation the sum of \$40,998.72 for unpaid FY92 2bills.

ARTICLE 2: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash, transfer from stabilization the sum of \$4096.01 for unpaid FY92 Water Bills for Town Buildings or take any other action in relation thereto.

Proposed by the Board of Selectmen

Finance Committee recommends.

VOTED Aye 104, Nay 18 (9/10's not achieved) MOTION DEFEATED - to appropriate and raise by taxation the sum of \$4,096.01 for unpaid FY92 Water Bills for Town Buildings.

ARTICLE 3: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash or transfer from stabilization the sum of \$ 8020.00 to Article 5 , Line 49, Clerical Wages, of the May Annual Town Meeting or take any other action in relation there to.

Proposed by the Board of Selectmen

Explanation: These funds would allow one clerical worker to be brought back and shared between the Clerk's office and the Town Accountant's office.

Finance Committee recommends.

VOTED Aye, voice to appropriate and raise by taxation the sum of \$8,020.00 to Article 5, Line 49, Clerical Wages, of the May Annual Town Meeting.

ARTICLE 4: To see if the Town will vote to approve the acceptance of equal educational opportunity grants by the PK-12 Whitman-Hanson Regional School District pursuant to and subject to the provisions of Chapter 70A of the Massachusetts General Laws as amended by Section 12 of Chapter 188 of the Acts of 1985 or take any other action in relation thereto.

Proposed by the Whitman-Hanson PK-12 Regional  
School Committee

Finance Committee recommends.

VOTED Aye, voice to approve the acceptance of equal educational opportunity grants by the PK-12 Whitman-Hanson Regional School District pursuant to and subject to the provisions of Chapter 70A of the Massachusetts General Laws as amended by Section 12 of Chapter 188 of the Acts of 1985.

ARTICLE 5: To see if the Town will vote to appropriate and raise by taxation or transfer from free cash the sum of \$7000 to be added to line 22, Other Vocational Transportation, Article 5, and \$5939 to line 21, Vocational Education Other Tuition, Article 5, both of the May 1992 Annual Town Meeting or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: A student has been added which was not budgeted for. Transportation based on additional student, price resulted from bidding process.

Finance Committee recommends.

VOTED Aye unanimous to appropriate and raise by taxation the sum of \$7,000.00 to be added to line 22, Other Vocational Transportation, Article 5, and \$5,939.00 to line 21, Vocational Education Other Tuition, Article 5, both of the May 1992 Annual Town Meeting.

ARTICLE 6: To see if the Town will appropriate and raise by taxation or transfer from available free cash or transfer from Stabilization the sum of \$10,000 for the demolition and removal of buildings which are condemned by the Building Inspector under provisions of Chapter 780 CMR, Section 116 Demolition of Structures or take any other action in relation thereto.

Proposed by the Board of Selectmen and  
Building Inspector

Finance Committee recommends.

VOTED Aye unanimous to transfer from available free cash the sum of \$10,000.00 for the demolition and removal of buildings which are condemned by the Building Inspector under provisions of Chapter 780 CMR, Section 116 Demolition of Structures.

ARTICLE 7: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash, transfer from stabilization or raise by borrowing a sum of money to provide the necessary personnel, building renovations and equipment through direct purchase and/or lease purchase for the purpose of creating an Emergency Communication Dispatch Center or take any other action in relation thereto.

Proposed by the Emergency Communication Center  
Study Committee

Finance Committee recommends.

VOTED Aye, 99, Nay 27 (2/3's achieved - MOTION SUCCESSFUL) to transfer the sum of \$46,000.00 from available Free Cash to renovate and equip the Police Station for a Communication Center.

ARTICLE 8: To see if the Town will vote to appropriate and raise by taxation, transfer from available Free Cash, and/or transfer from the Stabilization Fund, a sum of money for the purpose of funding the position of Executive Assistant to the Chief of Police or take any other action in relation thereto.

Proposed by the Chief of Police

Explanation: No funds have been budgeted for this position which is presently being deducted from the salary line within the Police Budget.

Finance Committee recommends.

VOTED Aye unanimous to raise and appropriate by taxation the sum of \$13,218.00 and transfer \$813.00 from available Free Cash to be added to the 1992 Annual Town Meeting, Article 5, Line 24, Police Wages for the purpose of funding the position of Executive Assistant to the Chief of Police on a Part-Time basis, working 25 hours minimum per week.

ARTICLE 9: To see if the Town will vote to appropriate and raise by taxation, transfer from available Free Cash, and/or transfer from the Stabilization Fund a sum of money for the purpose of adding to the 1992 Annual Town Meeting Article 5, Line 24, Police Wages, to hire a full time Police Officer to work swing shift, 6 PM to 2 AM, or take any other action in relation thereto.

Proposed by the Chief of Police

Explanation: The addition of a swing shift officer would increase patrol and enforcement during the busiest time of the day, and this position would allow the Chief the ability to fill vacant shifts when needed and save overtime.

Finance Committee does not recommend.

VOTED Aye, voice to transfer from Free Cash the sum of \$15,782.00 for the purpose of funding an addition to the 1992 Annual Town Meeting, Article 5, Line 24, Police Wages, to hire a full time Police Officer to work a 6pm to 2am swing shift.

ARTICLE 10: To see if the Town will vote to appropriate and raise by taxation, transfer from available free cash, and/or transfer from the Stabilization, a sum of money for the purpose of adding to the Annual Town Meeting, Article 5, Line 26, Police Expense, for the purpose of Police Operation or take any other action in relation thereto.

Proposed by the Chief of Police

Explanation: These funds are necessary to pay for supplies needed to train officers in marksmanship and First Responder proficiency which has not been updated in three years. The funds would be used to replace three (3) radar units which are beyond repair. To purchase necessary supplies and equipment to replace our present weapons, Smith & Wesson model 469 side arms which are thirteen (13) years old and several which have recently malfunctioned at the firing range causing them to be taken out of service and requiring officers to share guns. This issue is a matter of safety for police officers and citizens.

Finance Committee recommends.

VOTED Aye unanimous to transfer from Free Cash the sum of \$9,000.00 for the purpose of adding to the Annual Town Meeting, Article 5, Line 26, Police Expenses, for the purpose of funding to purchase new Police weapons and ammunition.

ARTICLE 11: To see if the Town will vote appropriate and raise through taxation, transfer from free cash, or transfer from stabilization or transfer from an Insurance Reimbursement a sum of money to be used to clean up the site at Thomas Hall or take any other action in relation there to.

Proposed by the Board of Selectmen

Explanation: These funds (\$4310) will be used to pay a portion of the final bill for disposing of the contaminated soil at Thomas Hall.

Finance Committee recommends.

VOTED Aye unanimous to transfer from Free Cash the sum of \$4,310.00 to be used to pay an outstanding bill for clean up at the Thomas Hall Site.

ARTICLE 12: To see if the Town will vote to establish a Citizen Disability Committee made up of five citizens, appointed by the Board of Selectmen as follows; one for one year, two for two years, and two for three years, or take any other action in relation there to.

Proposed by the Board of Selectmen

Explanation: With the American Disability Act created by the Federal Gov't and past into law this past year, the Town has legal as well as a moral obligation to provide service to all of our citizens including those with any type of disability. This Committee would examine the law and recommend to the Board of Selectmen as well as future Town Meetings the steps necessary to comply with the new law.

Finance Committee recommends.

VOTED Aye unanimous to establish a Citizen Disability Committee made up of five citizens, appointed by the Board of Selectmen as follows: one for one year, two for two years, and two for three years.

See reconsideration of Article 12 after Article 37.

ARTICLE 13: To see if the Town will vote to establish a Central Purchasing Committee consisting of one member of the Board of Selectmen, one member of the Finance Committee, the Town Accountant, the Executive Secretary, the Treasurer/Collector and two citizens at large appointed by the Board of Selectmen for the purpose of developing a centralized purchasing program for the Town or take any other action in relation thereto.

Proposed by the Selectmen

Explanation: The Selectmen would like to establish a central purchasing bylaw for the Town as a cost saving management tool and to better track department expenditures. The task of the Committee would be to develop a Town Bylaw and recommend any other associated costs needed to implement a successful central purchasing program.

Finance Committee recommends.

VOTED Aye, voice to establish a Central Purchasing Committee consisting of one member of the Board of Selectmen, one member of the Finance Committee, the Town Accountant, the Executive Secretary, the Treasurer/Collector and two citizens at large appointed by the Board of Selectmen for the purpose of

developing a centralized purchasing program for the Town

ARTICLE 14: To see if the Town will vote to allow the discontinuance of a portion of Franklin Street by taking the following action:

Beginning at the northwest corner of the parcel at a concrete bound, it being at a corner of land of SBD Realty Trust and at the side line of Franklin Street as laid out by the County Commissioners under decree No. 870; being shown on Town of Hanson Assessors' Map 45, lot 5A. Thence, S 17 degrees .36'-45"E 337.12' by the land of SBD Realty Trust to a concrete bound and the sideline of Franklin Street. Thence, N 24 degrees -44'-10"E 128.77' by Franklin Street to a point, Thence, on a curve to the left with a radius of 100.00' an arc length of 142.05' by Franklin Street to a point, Thence, N 56 degrees .39'-05"W 143.69' by Franklin Street and the point of beginning. Containing 22,888+- square feet.

or take any other action in relation thereto.

Proposed by the planning Board

Finance Committee recommends.

VOTED Aye unanimous to allow the discontinuance of a portion of Franklin Street as printed in the warrant.

ARTICLE 15: To see if the Town will vote to transfer the care, custody and control of a parcel of land to the Board of Selectmen for the purpose of conveying said parcel and to authorize the Board of Selectmen to convey said parcel to Robert P. Sullivan and Arla J. Sullivan, Trustees of SBD Realty Trust, in fee for the sum of Twenty Thousand Dollars, (\$ 20,000.00), subject to the provisions of Chapter 30B, Sec 16 of the General Laws, said parcel being shown as "Area of Discontinuance" consisting of 22,888 square feet of land more or less on a plan entitled "Plan of Discontinuance of land portion of Franklin Street, Hanson, MA." prepared by Land Planning Engineering and Survey, scale 1" = 40', dated August 18, 1992 on file with the Town Clerk, or take any other action in relation thereto.

Proposed by the Board of Selectmen

Finance Committee recommends.

VOTED Aye unanimous to transfer the care, custody and control of a parcel of land to the Board of Selectmen for the purpose of conveying said parcel and to authorize the Board of Selectmen to convey said parcel to Robert P. Sullivan and Arla J. Sullivan, Trustees of SBD Realty Trust, in fee for the sum of Twenty Thousand Dollars, (\$20,000.00) , subject to the provisions of Chapter 30B, Sec 16 of the General Laws, said parcel being shown as "Area of Discontinuance" consisting of 22,888 square feet of land more or less on a plan entitled "Plan of Discontinuance of land portion of Franklin Street, Hanson, Ma." prepared by Land Planning Engineering and Survey, scale 1" = 40', dated August 18, 1992 on file with the Town Clerk.

ARTICLE 16: To see if the Town will vote to transfer from Town Ambulance Funds the sum of \$ 2200.00 for the purchase and installation of computer hardware and software at the Fire Station or take any other action in relation there to.

Proposed by the Board of Selectmen  
and the Fire Chief

Explanation: These funds will be utilized to provide a new computer at the dispatch desk at the fire station and to link it to the secretary's unit. It will allow the firefighters the ability to assist in the ambulance billing process and help to increase our rate of collection.

Finance Committee recommends.

VOTED Aye unanimous to transfer from the Town Ambulance Funds the sum of \$2,200.00 for the purchase and installation of computer hardware and software at the Fire Station.

ARTICLE 17: To see if the Town will vote to appropriate and raise by taxation and transfer \$19,480.00 from the ambulance fund and transfer \$7,903.00 from the 1992 Annual Town Meeting Article 5, Line 28, Fire Dept Full-time Salaries for the Lease Purchase Payment for the Ambulance or take any other action in relation thereto.

Proposed by the Fire Chief

Finance Committee recommends.

VOTED Aye unanimous to transfer \$25,644.00 from the ambulance fund and transfer \$1,739.00 from the 1992 Annual Town Meeting Article 5, Line 28, Fire Dept Full-time Salaries for the Lease Purchase Payment for the Ambulance.

ARTICLE 18: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash, and/or transfer from Maquan School Handicapped Article and/or transfer from the Indian Head School Boiler Article and/or transfer from 1992 School Busing Article the sum of \$6400. for architectural and engineering plans for the Indian Head School Roof or take any other action in relation thereto.

Proposed by the Board of Selectmen  
and the Whitman-Hanson Regional School Committee

Finance Committee recommends.

VOTED Aye, voice to appropriate and raise by taxation \$4,096.00 and transfer \$1,039.03 from Free Cash and transfer \$1,264.97 from the 1992 School Bussing Article 11, for architectural and engineering plans for the Indian Head School Roof.

ARTICLE 19: To see if the Town will vote to authorize the Treasurer to borrow funds, transfer from free cash, or appropriate and raise by taxation a sum of money for the purpose of repairing and replacing the roof at Indian Head School or take any other action in relation there to.

Proposed by the Board of Selectmen

Finance Committee recommends.

VOTED Aye, unanimous to appropriate \$110,000.00 for reconstructing and making extraordinary repairs to the roof at Indian Head School; and that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$110,000.00 under G.L. c.44, s(3A).

ARTICLE 20: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash, or transfer from stabilization \$ 25,000.00 to be added to the 1992 annual Town Meeting Article 5, Line 10 Utilities, or take any other action in relation there to.

Proposed by the Board of Selectmen

Finance Committee recommends.

VOTED Aye unanimous to appropriate and raise by taxation \$25,000.00 to be added to the 1992 Annual Town Meeting Article 5, Line 10 Utilities.

ARTICLE 21: To see if the Town will appropriate and raise by taxation, transfer from free cash, or transfer from stabilization the sum of

\$ 5,025.00 for the purpose of settling a legal case or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: These funds are Hanson's share of a settlement between Federal Gov't and several communities which were part of the C.E.T.A. Consortium in the late 1970's. Hanson's share is 3.35% of \$ 150,000. - \$ 5,025.00.

Finance Committee recommends.

VOTED Aye, unanimous to transfer from Free Cash the sum of \$5,025.00 for the purpose of settling a legal case.

ARTICLE 22: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash or transfer from the stabilization fund the sum of \$867 to be paid to the Tree Warden as salary for fiscal year 1993 as established at the May 1992 Annual Town Meeting or take any other action in relation thereto.

Proposed by the Tree Warden

Finance Committee recommends.

VOTED Aye, unanimous to transfer from Free Cash the sum of \$867.00 to be paid to the Tree Warden as a salary for fiscal 1993 as established at the May 1992 Annual Town Meeting.

ARTICLE 23: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash or transfer from the stabilization fund the sum of \$1,000 to be used for expenses for the Tree Warden for Fiscal 93 or take any other action in relation thereto.

Proposed by the Tree Warden

Finance Committee recommends.

VOTED Aye, voice to transfer from Free Cash the sum of \$1,000.00 to be used for expenses for the Tree Warden for Fiscal 93.

ARTICLE 24: To see if the Town will vote to upgrade the basic life support emergency fees, effective upon insurance carrier approvals, as follows:

Basic - Base fee from	135.00	to	190.00
Basic - Loaded mile from	5.00/mile	to	8.50/mile
Basic - Oxygen fee	25.00	to	35.00
Basic - M.A.S.T. from	40.00	to	50.00

And, in addition, when advanced life support training is completed (E.M.T.-I); and State approval is granted, and insurance carrier approvals are received - to upgrade the service to advanced life support, with emergency medical fees as follows:

Advanced - Base fee from	190.00	basic	to	250.00	advanced
Advanced - loaded mile from	8.50	basic	to	9.50	advanced
Advanced - airways from	-0-	basic	to	85.00	advanced
Advanced - M.A.S.T.	50.00	basic	to	50.00	advanced (same)
Advanced - I.V. Therapy	-0-	basic	to	75.00	advanced
Advanced - defibrillation from	-0-	basic	to	75.00	advanced
Advanced - cardiac monitoring	-0-	basic	to	105.00	advanced

or take any other action in relation thereto.

Proposed by the Fire Chief

Finance Committee recommends.

VOTED Aye, unanimous to upgrade the basic life support emergency fees, effective upon insurance carrier approvals as printed in the warrant.

ARTICLE 25: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash, transfer from stabilization the sum of \$ 650.00 to the 1992 May Annual Town Meeting, Article 5, Line 85 Library, Other Wages or take any other action in relation there to.

Proposed by the Board of Library Trustees

Finance Committee recommends.

VOTED Aye unanimous to tranfer from Free Cash the sum of \$650.00 to the 1992 Annual Town Meeting, Article 5, line 85, Library Other Wages.

ARTICLE 26: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash, transfer from stabilization a sum of money for the purpose of contracting with Prime Mechanical Contracting, Inc. for the preventive maintenance of the HVAC equipment at the Hanson Senior Center/Library.

Proposed by the Council for Elder Affairs and  
Board of Library Trustees

Finance Committee recommends.

VOTED Aye, voice to transfer from Free Cash the sum of \$1,180.00 for the purpose of contracting with Prime Mechanical Contracting Inc. for the preventative maintenance of the HVAC equipment of the Hanson Senior Center/Library building

ARTICLE 27: To see if the Town will vote to appropriate and raise by taxation, transfer from free cash, transfer from stabilization a sum of \$1500.00 for the purpose of joining the BAT Regional Transportation System or take any other action in relation thereto.

Proposed by Council for Elder Affairs

Explanation: This program through Dial-A-Bat will provide van service for medical visits for Senior Citizens to area doctors and hospitals arranged by the Dept. of Elder Affairs. This program is only assessed for used service and it may be cancelled at any time.

Finance Committee recommends.

VOTED Aye, unanimous for the Town of Hanson to join the Brockton Area Transit Authority (BAT).

ARTICLE 28: To see if the Town will vote to appropriate and raise by taxation, transfer from Free Cash, or transfer from Stabilization Fund or transfer from Insurance Reimbursement a sum of money to Article 5, Line 9 Reserve Fund, of the May 1992 Annual Town Meeting or take any other action in relation there to.

Proposed by the Finance Committee

Finance Committee recommends to Pass Over.

VOTED Aye, unanimous to Pass Over.

ARTICLE 29: To see if the Town will vote to Transfer from the May 1992 Annual Town Meeting Article 5, Line 76 Inspector of Buildings the sum of \$ 450.00 to Article 5, Line 77 Inspector of Buildings Expenses or take any other action in relation there to.

Proposed by the Inspector of Buildings

Finance Committee recommends.

VOTED Aye, unanimous to transfer from the May 1992 Annual Town Meeting, Article 5, line 76, Inspector of Buildings the sum of \$450.00 to Article 5, line 77 Inspector of Buildings Expenses.

ARTICLE 30: To see if the Town will vote to appropriate and raise by taxation or transfer from Free Cash or transfer from Stabilization the sum of \$10,000 for Drainage or take any other action in relation thereto.

Proposed by the Drainage Committee

Finance Committee recommends.

VOTED Aye, unanimous to transfer from Free Cash the sum of \$5,000.00 for Drainage.

ARTICLE 31: To see if the Town will vote to amend the Hanson Zoning bylaw by taking the following action:

Delete Section VIIF(1) in its entirety and substitute the following therefor:

F. Site Plan Review

1. Site Plan Approval by the Zoning Board of Appeals is required in the Business District, Commercial-Industrial District, or any Residence District, or for any nonresidential or nonagricultural construction or use, including extensions, alterations, or changes to nonconforming nonresidential or nonagricultural structures or uses, and for multi-family dwellings. Such approval shall be obtained prior to application for a building permit. Applicants shall submit eight copies of a site plan to the Zoning Board of appeals in accordance with the criteria specified below. The Zoning Board of Appeals shall review and approve, with such conditions as may be deemed appropriate, the site plan within ninety (90) days of its receipt, and notify the applicant of its decision. The decision of the Zoning Board of Appeals shall be upon a majority of those present and shall be in writing. No building permit shall be issued by the Building Inspector without the written approval of the site plan by the Board of Appeals, or unless 90 days lapse from the date of the submittal of the site plan without action by the Board of Appeals.

Proposed by Zoning Board of Appeals

Finance Committee recommends.

VOTED Aye, unanimous to amend Section VII F (1) of the Hanson Zoning By-Laws by deleting in its entirety and substituting the new Section VII F (1) as printed in the warrant with a correction on Line 6 after the word "dwellings" deleting the sentence "Such approval shall be obtained prior to application for a building permit".

ARTICLE 32: To see if the Town will vote to amend Article 2-2, Section 1 of the Hanson Bylaws, by adding a new sentence as follows:

Notwithstanding the foregoing, the Board of Water Commissioners shall have independent authority to engage legal counsel for matters relating solely to the Water Department and system. The expenses for such counsel shall be borne by the Water Department.

Proposed by Thomas J. Dahlberg and others

Finance Committee does not recommend.

VOTED Aye 37, Nay 61, (motion defeated) to amend Article 2-2. section 1 of the Hanson Bylaws, by adding the following:

Not withstanding the foregoing, the Board of Water Commissioners shall have independent authority to engage legal counsel for matters relating solely to the Water Department and System. The expenses for such counsel shall be borne by the Water Department.

ARTICLE 33: To see if the Town will vote to amend Article 2-11 of the General Bylaws, Capital Improvement Committee by deleting Section 1 and in it place adding the following:

Sec. 1. The Board of Selectmen shall establish and appoint a committee to be known as the Capital improvement Committee composed of seven citizens at large, three to serve 1 year, 2 to serve two years, and two to serve three years. The Executive Secretary, Assessor/Appraiser, Town Accountant, and the Treasurer/Collector shall serve as non-voting members. The Committee shall choose its own officers; or take any other action in relation thereto.

Proposed by the Board of Selectmen

Finance Committee recommends.

VOTED Aye, voice to amend Article 2-11 of the General Bylaws, Capital Improvement Committee by deleting Section 1 and in its place adding the following:

Sec. 1. The Board of Selectmen shall establish and appoint a committee to be known as the Capital Improvement Committee composed of seven citizens at large, three to serve 1 year, 2 to serve two years and two to serve three years and each thereafter for three years. The Executive Secretary, Assessor/Appraiser, Town Accountant, and the Treasurer/Collector shall serve as non-voting members. The Committee shall choose its own officers.

ARTICLE 34: To see if the Town will vote to amend Article 1-1, Section 1A, Town Meeting, of the General Bylaws by deleting the phrase..."third Monday" and inserting..."first Monday" in its place or take any other action in relation thereto.

Proposed by the Board of Selectmen

Explanation: The Board of Selectmen in conjunction with the Board of Registrars and Town Clerk have determined this would be the optimum time for Town Meeting.

Finance Committee recommends.

VOTED Aye, unanimous to amend Article 1-1, Section 1A, Town Meeting, of the General Bylaws by deleting the phrase..."third Monday" appearing in the first sentence and inserting ..."first Monday" in its place.

ARTICLE 35: To see if the Town will vote to amend the General Bylaws, Article 2-12 Classification and Compensation, Section 1C. EXCLUSIONS by adding subsection e. and f.

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| e. | Covered by negotiated contracts between the Board of Selectmen | and the Executive Secretary to the Board of Selectmen. |
| f. | Covered by negotiated contracts between the Planning Board and | the Town Planner.                                      |

or take any other action in relation thereto.

Proposed by the Wage and Personnel Board

Finance Committee recommends.

VOTED Aye, unanimous as printed in the warrant.

ARTICLE 36: To see if the Town will vote to amend the General Bylaws Article 2-12 Classification and Compensation Sec 1C. Exclusions by adding sub section g. Covered by negotiated contract by the Board of Assessors and the Assessor/Appraiser or take any other action in relation thereto.

Proposed by the Board of Assessors

Finance Committee recommends.

VOTED Aye, voice to amend the General Bylaws Article 2-12 Classification and Compensation Sec. 1C, Exclusions, by adding subsection g. "covered by negotiated contracts between the Board of Assessors and the Assessor/Appraiser."

ARTICLE 37: To see if the Town will vote to amend the General Bylaws, Article 2-12 Section 12, by adding to subsection 12B the following position:

Sec. 12B PART TIME ADMINISTRATIVE POSITIONS  
j. Social Day Care Coordinator \$8.84 hr.

or take any other action in relation thereto.

Proposed by the Wage and Personnel Board

Finance Committee recommends.

VOTED Aye, unanimous to amend the General Bylaws, Article 2-12, Section 12 by adding to subsection 12B the following position:

Sec. 12B Part-time Administrative Position  
J. Social Day Care Coordinator \$8.84 hr

Effective July 1, 1993.

VOTED unanimously to reconsider Article 12.

ARTICLE 12: To see if the Town will vote to establish a Citizen Disability Committee made up of five citizens, appointed by the Board of Selectmen as follows; one for one years, two for two years, and two for three years, or take any other action in relation thereto.

Proposed by the Board of Selectmen

VOTED Aye, unanimous that the Town establish a Citizen Disability Committee made up of five citizens, appointed by the Board of Selectmen as follows: one for one year, two for two years, and two for three years and each thereafter for three years.

VOTED Aye, voice at 11:15 p.m. to adjourn until Tuesday evening, October 27 at 7:30 p.m. in the Memorial Auditorium, Indian Head School.

SPECIAL TOWN MEETING  
October 27, 1992  
(second session)

Moderator Charles Mann called the meeting to order at 7:37 p.m.

The meeting was recessed until a quorum of 100 was present.

The meeting was reconvened at 9:01 p.m. by Moderator Charles Mann and a quorum of 100 was declared present.

Tellers appointed and sworn in were Arlene Finn, Joseph O'Sullivan and Donald Teague.

ARTICLE 38: To see if the Town will vote to amend the Wage & Personnel Bylaws as follows or take any action in relation thereto.

Add two new sections to read:

Section 17 Employee Performance Evaluation

Section 17. EMPLOYEE PERFORMANCE EVALUATION

NAME \_\_\_\_\_ DEPT. \_\_\_\_\_

JOB TITLE \_\_\_\_\_ REVIEW DATE \_\_\_\_\_

#### PERFORMANCE EVALUATION INSTRUCTIONS

1. Read through the entire form before beginning the appraisal.
  2. Use your independent judgment based on continuous appraisal of the employee since the employee's last review.
  3. Concentrate on evaluating one category at a time.
  4. Carefully study the definition of each category and the specifications for each degree. Circle the number which is closest to your valuation of the employee's performance.
  5. When evaluating an employee, call to mind instances which are generally characteristic of the employee's performance. Do not be influenced by unusual cases which are not typical.
  6. After you have evaluated the employee on each category, you may write in the "remarks" section information which you feel requires additional explanation. Remember to reference the appropriate category in your remarks.
  7. Evaluate the employee in one uninterrupted period.
  8. Review the evaluation with the employee. Ask the employee to sign it and explain that the employee may attach a memorandum outlining the employee's comments on the appraisal.
- EVALUATE BY CIRCLING THE NUMBER WHICH BEST DESCRIBES THE EMPLOYEE'S PERFORMANCE

- a. JOB KNOWLEDGE - Consider the extent to which the employee understands and has the knowledge essential to the fulfillment of the duties and responsibilities of the position.
1. Does not have enough to perform present work satisfactorily.
  2. Satisfactory to meet minimum requirements, but knowledge is limited.
  3. Understands the requirements, and has a working knowledge of the job. Has sufficient control of the basic skills necessary for acceptable job performance.

4.	Knows job thoroughly, grasps essential and details well. Very	good control of the skills necessary to the performance of the
the	job.	
5.	Has a thorough knowledge of the job and its role in the	department's objectives. Good knowledge of all aspects of
	department's operation. Possesses outstanding performance	skills.
B. QUALITY OF WORK - Consider accuracy, thoroughness and related characteristics such as quantity and time in which responsibilities and assignments are being carried out.		
1.	Unable to meet minimal job expectations.	
2.	Meets minimal standards. Occasionally approaches the	expectations for the job.
3.	Does a good job. Assignments are being accomplished effectively.	Generally produces tangible results at, or occasionally
above,	the expectations for the job.	
4.	Does an above average job. Assignments accomplished thoroughly	and are completed on time. Produces tangible results which
are	consistently above expectations for the job.	
5.	Consistently does an excellent job. Normally produces tangible	results which are substantially above expectations for the
job.		
C. ATTITUDE - Evaluate the employee's attitude towards his/her work, associates and the department, and its effect on others. Also consider willingness and ability to work with and for others.		
1.	Shows a reluctance or inability to work with others.	
2.	Could be more helpful to others. Tends to be opinionated;	somewhat difficult to work with.
3.	Gets along well with others. Is willing to listen to others.	Willing to meet others halfway.
4.	Good team worker, easy to work with, appreciates others problems	and is cooperative.
5.	A team leader who is sought out by others for advice and counsel.	Is trusted and respected by the group.
D. RELIABILITY - Measure the responsibility assumed by the employee for his/her actions.		
1.	Requires close supervision. Unable to function on his/her own.	Carries out responsibilities but usually requires close
	supervision.	
3.	Performs at a satisfactory level but requires some supervision.	Generally makes good progress in trying to reach objectives.
4.	Carries out the responsibilities of the job with a minimum of	supervision.
5.	Requires no supervision. Can be relied on in any and all work	situations.
E. JUDGMENT - Consider the intelligence, confidence and approach used in making decision. Is there the ability to think and act calmly, logically and rapidly?		
1.	Jumps to conclusions. Lacks the ability or confidence to make a	judgment decision, even on routine matters.
2.	Judgment is usually dependable on matters of a routine nature.	Is not able or willing to use an analytical approach to
decision	making.	
3.	Uses good common sense. Most decisions are acceptable.	Generally tries to be analytical in approach to decision
making.		
4.	Judgment decisions have been proven sound in most cases. Applies	thought and analytical techniques to the decision making
process.		
5.	Exercises sound judgment even under the most difficult	circumstances. Decisions are always based on thorough analysis.
F. INITIATIVE/INGENUITY - Consider the willingness with which the employee approaches new and difficult assignments. Also consider ability to think along original lines, to find new way of accomplishing objectives and assignments, and the frequency of such action.		
1.	Continuously waits for instructions and assignments. Relies	heavily on others. Offers no suggestions for improvements.
2.	Not a self-starter on other than routine work. Works out only	simple problems. May make a suggestion if asked to.
3.	Solves ordinary problems on own. Periodically may suggest useful	ideas for improvement, normally within his/her prime area of
responsibility.		
4.	A self-starter on all regular duties. Consistently offers	suggestions in support of departmental objectives.
5.	Self-starter on all types of jobs. Very active in making useful	suggestions. Able to make decisions and work around
obstacles.	Is usually of assistance beyond the scope of regular duties.	
G. JOB PLANNING - Evaluate the employee's ability and success in planning and organizing his/her own work.		
1.	Job performance shows a serious lack of proper planning and	organization.
2.	Understands the value and need for planning and organizing work,	but is yet unable to do so consistently or effectively.
3.	Effective under normal circumstances. Requires some assistance	and guidance in planning for unusual or difficult
assignments.		
4.	Consistently able to effectively and objectively plan the	accomplishments of his/her assignments. Well organized in
	thinking and performance.	
5.	Effective under most difficult circumstances. Shows unusually	high regard and ability for planning and organizing his/her
work.		
H. COOPERATION - Consider the ability of the employee to get along with others and to maintain their respect and confidence.		
1.	Is poor mixer. Has extreme difficulty in getting along with	people.
2.	Has difficulty in establishing satisfactory relationships with	some people.
3.	Generally adapts self to persons and situations. Reasonable	tactful and acceptable.
4.	Willing and eager to please. Works in harmony with others.	Adaptable and tactful.
5.	People really like him/her. Adapts self very well without	sacrificing standards. Always doing the "extra something" to
promote team effort.		
I. COMMUNICATION - Consider the ability of the employee to transmit his/her knowledge and ideas orally and/or in writing with clarity, effectiveness and ease.		
1.	Inarticulate, unable to fluently transmit even routine	information. Timid, easily embarrassed. Lacks self-confidence.
2.	Limited communication skills, adequate only for exchange of	general routine information. Does not speak or write with
	clarity or ease.	
3.	Adequate ability to communicate. Transmits information fairly	well verbally or in writing. Usually able to get his/her point
	across.	
4.	Knows what he/she is saying and is easily understood. Expresses	himself/herself fluently, clearly and with ease.
Communicates	well with peers and those directly over him/her.	
5.	Speaks and writes exceptionally well. Always quick, persuasive	and poised. Able to communicate effectively with all
	organizational levels.	

REMARKS \_\_\_\_\_

I have read and understood this evaluation, and I (do not) accept it as being a generally fair and valid appraisal of my performance during the current review period. I do (do not) request a meeting with the appropriate department head. The Employee may request that a member or members of the Wage and Personnel Board be present

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Signature(s) of Department Head or Supervisor performing the evaluation

\_\_\_\_\_ Date \_\_\_\_\_

Section 18      Scoring and Time Scheduling  
                    for Evaluation Process

The following is a time schedule for evaluating those positions listed in Section 12 Subsection 12A. in an effort to provide a fair and objective method for establishing a salary increase.

1.    On or before August 1st of each fiscal year the Board of Selectmen or                    the appropriate Department Head will establish a list of goals and objectives together with each of the Administrative positions referred to above. This will be completed with some input from both parties,                    however the responsibility for completing this task will rest with the Board or Department Head.
2.    At the first Board meeting or the first week of January the employee                    shall make a formal presentation outlining the status of each of the Goals and Objectives established during step 1.
3.    By March 1st of each year the employee shall provide the Board or Dept. Head with a final report on each of the Goals and Objectives                    outlining the status of each and an explanation of whether or not the particular goal or objective was met or why it was not met.
4.    By March 15th the Chairman will have passed out the evaluation                    instrument and the Board members will have completed it. The Board                    will have discussed the process and the Chairman will present a                    unified complete evaluation to the employee
5.    On or before April 1st the Board or department Head and the employee                    will meet and determine the % increase which will be recommended to Town Meeting based on the Evaluation process.

For determining the percentage of increase which will be granted the employee, the following method is recommended:

Total Points from the Evaluation form	=	% Increase
9 pts	=	0%
18 pts	=	2%
27 pts	=	4%
36 pts	=	5 1/4 %
45 pts	=	6 1/2 %

Any point score between the examples listed will be computed mathematically to determine an exact percentage.  
The average percentage raise which will coincide with the 27 pt. category is subject to change and will be determined based on the average of those raises given to the Police, Fire, Clerical, Highway, and Wage & Personnel employees.  
In the event it becomes more than the current 4%, the top end of 6 1/2 % may be subject to change and will be discussed by both parties before the evaluation takes place. Any supervisor giving a score of 5 or 1 on any of the performance evaluation categories shall also submit a written explanation of the reason for that score.

Amend Section 12 by deleting Section 12A and adding a new Section 12A as follows:

Section 12A      ADMINISTRATIVE POSITIONS	
	SALARY RANGE
A. Asst Assessor/Appraiser	33,421.00 to 35,593.00
B. Dir. of Elder Affairs	27,851.00 to 29,661.00
C. Exec. Assist to the Board of Selectmen	23,952.00/ 13.11 hr to 25,509.00/ 13.96 hr
D. Assist to the Chief of Police	22,281.00/ 10.67 hr to 23,729.00/ 11.36 hr
E. Town Accountant	31,751.00 to 33,815.00
F. Treasurer/Collector	33,421.00 to 35,593.00
G. Water Superintendent	34,611.00 to 36,860.00
H. Inspector of Buildings	12.95 hr to 13.79 hr
I. Health Agent	13,081.00/12.53 hr to 13,931.00/13.34 hr

AMENDING Section 12B by deleting  
Subsection a. Inspector of Buildings and  
Subsection f. Health Agent and  
lettering the remaining subsection in sequence.

AMENDING Section 7A. as follows:

Section 7A. Add after Every employee .... except those listed in Section 12, subsection 12A,... in a position etc.

ADDING a new Section 7B and adjusting the remaining sections in order.

Section 7B. Each employee covered by this plan and listed in Section 12 subsection 12A. must be considered for an increase in compensation within their classification annually. Compensation review will consist of a performance evaluation and a recommended salary increase within the range outlined in Section 12, subsection 12A.

Compensation reviews will be conducted by the Department Head and submitted to the Wage and Personnel Board for review at least four weeks prior to the close of the warrant for the Annual Town Meeting. Department Heads will use the evaluation process outlined in Section 17 entitled "Employee Performance Evaluation" and will recommend a percentage increase based on the method outlined in Section 18 entitled "Scoring and Time Schedule for Evaluation Process", of the Personnel Classification and Compensation By-law.

or take any other action in relation thereto.

Proposed by the Board of Selectmen  
and the Wage and Personnel Board

Finance Committee recommends.

VOTED Nay, voice as printed in the warrant and amended.

ARTICLE 39: To see if the Town will amend the Wage and Personnel Bylaws of the General Bylaw, by adding a new Section 19 as follows:

SECTION 19: Sexual Harassment Policy:

POLICY STATEMENT; SEXUAL HARASSMENT IS UNACCEPTABLE CONDUCT IN THE WORKPLACE AND WILL NOT BE CONDONED OR TOLERATED.

The Town of Hanson's Policy will be to continue to provide a work environment which allows all individuals to maintain personal privacy, dignity, and respect, free from degradation of any kind.

It is recognized that both sexes working in some sections of Town facilities is a new experience. Actions of one individual although not obvious may constitute an infringement on another's right to work without sexual pressures of any type. Therefore, the following is submitted to educate all Town employees on Federal Laws and policy relative to sexual harassment.

Pressure from a person of either sex against a person of the opposite (or same sex) may occur in any employment relationship, from peers as well as supervisors. Sexual harassment is personal in orientation and subtle in nature; therefore, its existence may not be obvious to employees who are not its victims. Sexual harassment is any unwelcome action, sexual in content or implication in the workplace that includes, but is not limited to:

- |   |  |
|---|--|
| A. Failure to respect, or an intrusion upon any individual's right facilities.  | to personal privacy, but physical and visual in shared   |
| B. Physical actions of a sexual nature, gestures or verbal abuse sexually degrading words or actions graphic commentaries on a touching, patting or pinching another person; repeated offensive | including such actions as sex oriented "kidding" or jokes"; person's body, sexually suggestive objects in the work place. sexual flirtation. |
| C. That unwelcome sexual advances are made, explicitly or duties, advancement, evaluations or other factors which affect a  | implicitly, a term or condition of employment, ie., assigned person's livelihood or employment status.                                       |
| D. Sexual relations, sexual contact or threat of, or coercion for   | the purposes of sexual relations or sexual contact.  |

Due to the nature of existing Town facilities, accidental encounters, nondeliberate actions (genuine mistakes) that offend another person will undoubtedly occur. Repeated "accidents" or patterns of questionable behavior by any individual involving another person (male or female) will not be tolerated. Commonsense and logic should dictate the limits of acceptable behavior.

In addition to being illegal and against Town policy, sexual harassment creates an atmosphere that destroys professionalism, lowers moral and generally undermines the integrity of the workplace.

The use of power, position or authority to take advantage or to degrade another person will not be tolerated; any employee abusing the dignity of another through sexist, as well as ethnic or racial slurs or other derogatory or objectionable conduct shall be cause for disciplinary action.

HANDLING COMPLAINTS OF HARASSMENT:

Employee: If you believe that you are or have been a victim of sexual harassment take the following steps:

- |  |   |
|--|---|
| A. Inform your supervisor (Dept. Head) of the incident(s) and specifically what action will be taken to remedy the situation.      | describe what took place. Ask your supervisor (Dept. Head)  |
| B. If no action takes place within one week or the behavior  | continues, go to the next highest level of management.  |
| C. If no action is taken or if the behavior continues, contact the Board of Selectmen will investigate the issue and contact the   | Board of Selectmen and file a formal written complaint. The Department Head to resolve the complaint. |
| D. If the individual harassing you is your direct supervisor (Dept. of the incident(s) and request that action be taken to prevent | Head) go to the next highest level of management and inform them further harassment.                  |

Supervisor (Department Head): When a complaint of harassment is received from an employee, take the following steps:

- |   |   |
|---|---|
| A. Get as complete a statement of what happened as possible. What and write it up.  | took place, when and where it happened and who was involved   |
| B. Inform the Department Head (Board of Selectmen) of the incident you may have.  | and give a written report as well as any other information  |
| C. The Department Head (Board of Selectmen) shall call in the employee should be able to state their facts concerning the                             | accused and describe the alleged incident(s). the accused incident(s). Document this conversation with the employee.    |
| D. If it cannot be clearly established that the events took place as the Town's position on sexual harassment and the specific will not be tolerated. | originally described by the complaining employee, explain consequences for such behavior. Make it clear that harassment |
| E. A copy of any action taken shall be filed in the employee's  | personnel file.   |

or take any other action in relation thereto.

Proposed by the Wage and Personnel Board

Finance Committee refers to Town Meeting.

VOTED Aye, unanimous to Pass Over.

ARTICLE 40: To see if the Town will vote to amend the Wage and Personnel Bylaw of the General Bylaw by adding a new Section 20, Progressive Discipline Policy as follows:

SECTION 20

PROGRESSIVE DISCIPLINE POLICY

General: Rules, regulations, policies and procedures are necessary for the orderly operation of Town business and to ensure that everyone does their share and has equal opportunity for success. Generally the rules and standards governing Town employee behavior are found in the Department's rules, regulations and the Wage and Personnel By-Law. Additionally some standards of conduct are so basic that employees should know that certain behavior regardless of whether they are set down in writing or not are not permitted. Maintenance of such rules, regulations, policies and procedures requires discipline when violations occur. It should be noted however, that when corrective action is required, the discipline given should be dependent on the facts and circumstances relevant to the particular incident and the gravity of the offense.

DISCIPLINARY POLICY

Primary emphasis by the Department Head shall be placed on preventing situations requiring disciplinary action. But when the Department Head determines that disciplinary action is necessary, the employee will be informed of the reasons which justify the action. With the exception of an oral reprimand strict and accurate records of the offense and events leading to the offense shall be kept in writing.

The Town of Hanson's policy will be to employ a system of progressive discipline. Progressive discipline is designed to correct and rehabilitate. However, it must be understood that this policy has as its primary objective a uniform disciplinary environment. finally, this policy is intended to ensure that equitable penalties are imposed and that comparable action is taken in comparable cases.

AUTHORITY TO IMPOSE DISCIPLINE

The Department Head and Supervisors are responsible for resolving employee problems and when necessary taking corrective actions. Such actions may include oral reprimand, written reprimand, or more severe disciplinary action. When recommending disciplinary action, the Department Head must consider the circumstances carefully.

The Department Head shall be responsible for the more severe disciplinary action including, but not limited to, suspension, demotion and dismissal.

#### CAUSES FOR DISCIPLINARY ACTION

All employees should be aware of their Department's rules, regulations, policies and the Department's operational procedures. Violations of the following provisions shall be cause for disciplinary action. The following list is not meant to be exhaustive, but to illustrate some behaviors which may be cause for discipline. The list is only meant to call attention to general subject matter of rules, regulations and procedures. Additionally other causes for discipline, including termination, include those subjects or conduct which the employee knows or should reasonably know would subject them to discipline.

1. Disruptive behavior - any action or language which adversely affects moral or productivity of the department.
2. Poor judgement - failure to satisfactorily perform the duties of the position. Specifically related to performance and execution of duties.
3. Misuse, unauthorized use or deliberate loss or destruction of Town property.
4. Failure to meet reasonable standards in dress and personal habit.
5. Failure to comply with administrative directives.
6. Disorderly conduct - any violent act or language which adversely affects morale or maintenance of discipline, indecent or immoral conduct, fighting or threatening bodily harm.
7. Discourteous treatment of the public or fellow employee.
8. Violation of safety rules - failure to observe safety practices and danger to life or persons or loss of property is acute.
9. Misuse of uniform or position - unauthorized use for personal gain, or gain for another or influence or to obtain immunity.
10. Insubordination - deliberate delay or failure to carry out assigned work or instructions in a reasonable period of time. Refusal to obey legitimate orders, disrespect, insolence or like behavior.
11. Possession and or use of illegal drugs or under the influence of alcohol while working.
12. Possession, use, or sale of unauthorized controlled substances or illegal drugs while working.
13. False statements, misrepresentation, deceit or concealment collaborating a false claim.
14. Theft or scavenging - actual or attempted taking or carrying away of Town property or the property of others.
15. Gambling on Town property while working.
16. Dereliction, neglect or failure to perform the required duties of your position.
17. Disclosure of confidential information to any person except those who may be entitled to such information without permission of the Department Head.
18. Accepting or soliciting a bribe.
19. Feigning sickness or injury to avoid working.
20. Unauthorized possession of use of a dangerous weapon while working.
21. Engaging in dishonest, immoral or scandalous conduct whether on or off the job, that affects the image or effectiveness of the Town's activities or employee performance.
22. Engaging in criminal conduct on or off the job as defined by State and Federal law.
23. Violation of Town rules, regulations, policy or directives not specifically mentioned herein.

#### RESPONSIBILITIES

The Department Head and Supervisors are charged with the responsibility of assigning, reviewing and checking the work of subordinates. They are also responsible for maintaining proper conduct and discipline among employees of their department.

##### Department Heads and Supervisors:

- A. Keep all employees of their department informed of rules, regulations, policies, standards and directives.
- B. Take all possible steps to prevent situations which may lead to disciplinary action.
- C. Gather, analyze and document all facts and carefully consider circumstances before taking disciplinary action before recommending disciplinary action more severe than reprimands.
- D. Treat employees individually and in private whenever possible.
- E. Supervisors may when circumstances warrant, initiate and issue oral or written reprimands or may recommend to the Department Head more severe disciplinary action.
- F. Treat all employees impartially without favoritism or unfair discrimination in the assignment of duties or tasks. No employee shall be discriminated against based on race, sex, color, creed, national origin or religious creed. Employees shall be assigned duties and tasks on their abilities, experience and in the best interest and efficiency of their department.

Department Head and Supervisors are expected to maintain discipline and administer disciplinary actions equitably. A primary responsibility is to determine that all employees know the rules, regulations, administrative instructions and conditions of employment which they must observe.

Administration of discipline in an equitable fashion does not imply that the discipline for each violation of a rule will be the same. Each individual violation is different and each case if different. It is the totality of the circumstances in each case which must be considered in the imposition of discipline.

#### PROGRESSIVE DISCIPLINE ORAL REPRIMAND

- A. An oral reprimand is a discussion between a supervisor and an employee regarding some particular aspect of the employee's performance or conduct. A written record that the reprimand occurred but with only a general reference as to the nature of the incident shall be maintained. If after six months there has been no further infractions, the record may be destroyed.
- B. This type of disciplinary action should be taken as a result of relatively minor infraction and should be administered as soon as possible after the incident.

##### WRITTEN REPRIMAND

- A. A written reprimand is an official record placed in the employee's personnel folder, concerning a violation(s) of rules and policies. Written reprimands may either be permanent or contain expiration/probation dates, which after that period, if no other infraction occurs, then it is removed from the employee's personnel folder and returned to the employee.
- B. A written reprimand may result from a specific formal charge or as a result of an accumulation of minor or repeated infractions which in the opinion of the Department Head, Board or Committee requires more severe disciplinary action.
- C. A written reprimand may be administered by Dept. Head, Board or Committee based on information/observation and investigation and proof of written allegations and charges.

#### SUSPENSION

- A. A suspension is a designated absence from work in non-pay status which may be imposed for a serious violation(s) of rules, policies, regulations, operating standards, administrative directives or for breaches of good order and discipline.
- B. A suspension may only be administered by the Dept. Head, Board or Committee based on information/observation or review of incident(s) based on investigation and proof of another's charges.

#### DEMOTION

- A. A demotion is a reduction in classification which may be imposed on an employee for a single serious violation or series of violations of the department's policy rules and regulations, operating standards, or administrative directives.
- B. A demotion may only be administered by the Board, Committee which the employee works for. It may be based on information/observation or based on review of a report of an incident(s) and recommendations, based on investigative proof of another's charges.

DISMISSAL

- A. A singular serious act or behavior may justify dismissal. Additionally, dismissal may be precipitated because the employee has failed to modify behavior or conform to rules and policy after having been progressively disciplined by less severe means.
- B. A pre-discharge hearing before the Wage and Personnel Board is to be held prior to discharge, to review the recommendation to discharge. The final decision to discharge will be made by the Dept. Head, Board or Committee in accordance with the hearing's findings.
- C. Any employee under the Wage and Personnel By-Law subject to discharge hearings shall be notified by registered mail of the hearing date(s) seven (7) days prior to the hearing.

APPEAL OF DISCIPLINARY ACTION

- A. All employees covered under Wage and Personnel By-Law may appeal any type of disciplinary action taken against them as follows:
- Step 1 - Department Head, Committee or Board
  - Step 2 - Board of Selectmen
  - Step 3 - Wage and Personnel

All information as to disciplinary action subject to employee's under Wage and Personnel will be forwarded to the Wage and Personnel Board.

SAMPLE WRITTEN REPRIMAND

Date\_\_\_\_\_

To:\_\_\_\_\_

From:\_\_\_\_\_

Subject:\_\_\_\_\_

This is official notice of disciplinary action. The reason for this action is \_\_\_\_\_.

Type of disciplinary action\_\_\_\_\_.

Notice of this reprimand shall be placed in your personnel file. This shall serve as notice of progressive discipline in accordance with the Wage and Personnel By-Laws. If you have further questions concerning this, please review it with the Dept. Head, Chairman of the Board or Committee and Wage and Personnel.

Issuing Authority:\_\_\_\_\_

I have read this written notice of disciplinary action, but do not necessarily agree with it's content.

Date\_\_\_\_\_Employee\_\_\_\_\_

or take any other action in relation there to.

Proposed by the Wage and Personnel Board

Finance Committee refers to Town Meeting.

VOTED Aye, unanimous to Pass Over.

ARTICLE 41: To see if the Town will vote to amend the General Bylaws,  
Article 2 - 12, Section 12F by adding:

All members of the Call Fire Department will be subject to all Rules and Regulations; Standard Operating Procedures; Department Policies as amended for fire department operations and formulated under M.G.L. Chapter 48, Section 42.

or take any other action in relation there to.

Proposed by the Wage and Personnel Board  
and the Fire Chief

Finance Committee recommends.

VOTED Aye, unanimous to amend the General Bylaw Article 2-12, by adding Section 12H: All members of the Call Fire Department will be subject to all rules and regulations; standard operating procedure; department policies as amended for Fire department operations and formulated under M.G.L. Chapter 48, Section 42.

VOTED Aye, unanimous to dissolve the meeting at 9:12 p.m.

A true copy, attest:

Sandra E. Harris  
Town Clerk